

**DRILL STATUS GUARDSMAN
VACANCY ANNOUNCEMENT
194th Medical Group
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # 16-09-07**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION #
109 Engineer Dr. Camp Murray, WA 98430	01 Oct 2016	30 Oct 2016	0070194334
POSITION TITLE, GRADE, AFSC, FACILITY:			
Military Equal Opportunity (MEO) Director, O-3/O-4, 38P3, Bldg. 109			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
1. Must hold 38P3 AFSC or be willing to successfully complete Personnel Officer Initial Skills Training (10 wks.) within one year. 2. Selected applicant must successfully complete Equal Opportunity Advisor Reserve Component Course (EOARCC) at the Defense Equal Opportunity Management Institute (DEOMI) (4 weeks). 3. Must meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above as of the closeout date of this announcement (<i>applies only to current members of the USAF, USAFR or ANG</i>). 4. Must possess or be able to obtain a SECRET security clearance			
SUMMARY OF DUTIES:			
<p>This position is located within the 194th Wing staff, Camp Murray Air National Guard Base, WA. Administers the Wing Commander's EO Program in accordance with laws, statutes, directives, instructions and guidance; keeps the commander fully informed of program activity; manages budget, manpower and resource issues for the EO program; and coordinates complaint-processing activities, including maintaining complete complaint data and trends. Maintains relationship with servicing legal and personnel offices to ensure legal and regulatory requirements are used and program is in compliance.</p> <p>Knowledge is desired of: laws, principles, policies, and procedures for administering Air Force EO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate equal opportunity/human relations issues; EO education and instruction programs; interviewing and counseling techniques; alternate dispute resolution (ADR) techniques, and preparing and maintaining military and civilian personnel case files and records.</p> <p>Ability to speak distinctly and communicate, both written and verbal, with others, especially leaders at all levels. Capability to remain neutral and unbiased. Proficiency in completing and managing structured tasks, priorities, and activities.</p> <p>No record of Equal Opportunity issues or violations, substandard performance, emotional instability, personality disorder, or other unresolved mental health problems. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in an unprofessional or inappropriate relations as defined in AFI 36-2909, Professional and Unprofessional Relationships or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates and peers, leadership or customers.</p>			
SPECIALIZED EXPERIENCE: Ability to speak distinctly and communicate, both written and verbal, with others, especially leaders at all levels. Capability to remain neutral and unbiased. Proficiency in completing and managing structured tasks, priorities, and activities.			
AREA OF CONSIDERATION:			
All members of the WA ANG or those eligible for immediate enlistment into the WA ANG.			
WORKING CONDITIONS:			
This is a mobility position and the successful candidate will maintain personal readiness and comply with all mobility training and other requirements. Though normal duties will be performed in an office environment, occasional duties may be performed on the flightline or in an industrial or recreational setting.			
FORMS REQUIRED IN APPLICATION PACKAGE:			
Applicants will be scheduled for interview once completed package has been received and reviewed. All packages will be considered for all vacancy announcements. Package must be <u>received</u> by the closing date.			
Please submit:			
Resume			
Cover letter explaining your desire to serve in this position			
Letter(s) of Recommendation (optional)			

INSTRUCTIONS TO APPLICANTS	
EMAIL COMPLETE PACKAGE TO:	OR SEND TO:
tyler.r.smith52.mil@mail.mil	194th Wing Attn: Capt Tyler Smith 109 Engineer Drive Camp Murray WA 98430-5012 Attn: Unit Selection Official

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.